

# STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Office of the Secretary of State  
Corporations Division  
148 W. River Street  
Providence, Rhode Island 02904-2615  
(401) 222-3040

## INSTRUCTIONS FOR FILING ARTICLES OF AMENDMENT TO THE ARTICLES OF INCORPORATION OF A DOMESTIC BUSINESS CORPORATION

Section 7-1.2-905 of the General Laws of Rhode Island, 1956, as amended

**The attached form is designed to meet minimal statutory filing requirements pursuant to the relevant statutory provision. This form and the information provided are not substitutes for the advice and services of an attorney and/or tax specialist.**

1. In order to procure a Certificate of Amendment, a corporation shall file Articles of Amendment to the Articles of Incorporation (Form No. 101) with the Office of the Secretary of State, Corporations Division, at the above address. When the Articles are completed, signed and submitted with the correct filing fee, a Certificate of Amendment shall be issued.
2. Upon filing the Articles, the corporation must be in good standing and current with the filing of its annual reports and the maintenance of its registered agent and its registered office in this state.
3. The filing fee for the Articles of Amendment is \$50.00. However, a license fee will also be due and payable if the corporation is increasing its authorized shares. Please call the Corporations Division at the above telephone number for the appropriate fee. Payment should be made payable to the Rhode Island Secretary of State.
4. A corporation may amend its articles of incorporation, from time to time, in any and as many respects as may be desired, so long as its articles of incorporation as amended contain only such provisions as are lawfully permitted under 7-1.2. The following instructions apply if the corporation is changing its corporate name:

The name of any business entity must be "distinguishable upon the records of the secretary of state." This means the Office of the Secretary of State will deny a request for a name if such name is identical to or not distinguishable from any entity, name reservation, or registration on file with the Business Section of the Corporations Division. The new corporate name shall contain the word "corporation," "company," "incorporated," or "limited," or shall contain an abbreviation of one of the words. A preliminary name availability check can be made by checking the Name Availability Database on our website, or by phoning us at the above telephone number. This preliminary check is not statutorily required, is not binding upon the Secretary of State, and does not ensure that the name will be available upon filing the Articles of Amendment. It is suggested that you do not make any financial expenditures or execute documents utilizing the name based upon a preliminary name availability check. The final determination as to availability of the name will be made when the documents are submitted for filing.

5. As required by Section 7-1.2-105 of the General Laws, all fees and taxes of the corporation must be paid upon filing the Articles of Amendment.
6. The Articles of Amendment must be signed by an authorized officer of the corporation.

If you have any questions, please call us at (401) 222-3040, Monday through Friday, between 8:30 a.m. and 4:30 p.m.



**BUSINESS CORPORATION**

Form No. 101  
Revised: 12/05